

How to Print Training Transcript or Training Certificate from the Idaho Preparedness Learning Management System (LMS)

Individuals may have registered themselves as a user on the Idaho Preparedness Learning Management System (LMS) or they may have been registered by a LMS administrator and have an established Login ID and password.

1. If you know your Login ID and password, please, please log into the Idaho Preparedness Learning Management System at <https://www.idahoprepares.com>. (Please note your Login ID and password is case sensitive). If you do not know your Login ID or Password, go to step 8 and follow the instructions.
2. Once you are logged into the system and from the home page there are two (2) places on the LMS that you can go to view/print your transcript. Under Student Records in the **“Administration”** area or from **“My Training Plan”**.
3. If you chose to click on Administration, then click on Student Records next. [If you chose to click on My Training Plan, click on Transcript link. The viewing /printing instructions are the same for steps 5-7.
4. Then click on Student Transcript.
5. If you want to print a copy of the transcript, right click your mouse and select print. If you want to print a certificate, locate the class that you want to view/print the certificate link. If your training transcript has been updated and you've successfully passed the class, a [certificate](#) link will be displayed.
6. Click on the Certificate link and a new window will be displayed and then a second window (Adobe Acrobat) will open and display your certificate in PDF form. If you wish to print a copy of this certificate for documentation purposes, just click on the printer icon.
7. A printer dialogue box will open. Select the printer and then click on Print. The certificate will print Landscape.
8. If any of the three conditions listed below exist, follow the instructions for resolution.

UNKNOWN LOGIN ID & PASSWORD: Please contact the LMS Help Desk at 208-373-1764 if you do not know your Login ID and Password.

FORGOT LOGIN ID: If you have forgotten your Login ID, but know your Password, click on the [Forgot LoginID?](#) Link on the main log in page. After you click on the [Forgot LoginID?](#) link, you will get a Login Assistance screen asking for your First and Last name. Enter your first and last name, click submit and follow the instructions.

FORGOT PASSWORD: If you know your Login ID but have forgotten your password, please click on [Forgot Password?](#) the link on the main log in page. After you click on the [Forgot Password?](#) link, you will get a Password Assistance screen asking for your Login ID and Email address. Enter your Login ID and Email address (the email you enter must match the email in your user profile on the LMS), click submit and follow the instructions.